CSC Coordination Committee Minutes
Madison Central Library, 1st Floor Conference Room
November 18, 2015
12:00-1:30 p.m.

Present: Mary Bixby, Todd Campbell, David Kuehne, Ava Martinez, Julie Meister, Caroline Miller, Brad Schlough, Gregory Smith, Peggy Spiewak. Guest: Mark Miller.

1. Comments about, or corrections to, 10/21/15 minutes.
   *Minutes approved with no corrections.

2. Progress update
   a. CCS Intakes thus far (50 total).
      i. Adults=40 (+7 from last month)
         1. New Adult CCS Intake Worker, Mark Miller, started on 11/2.
            *Mark Miller was present and fielded questions from the Coordination Committee.
            *Where are referrals coming from? ADRC, consumers, agencies, families.
      ii. Youth=10 (+3 from last month)
         1. Youth intake pace slower than desired due to capacity issues at the two primary youth SF agencies.
         iii. Services often being provided by multiple agencies for one client, based on client choice/preference, in the spirit of CCS.
         iv. Workload at outset is time consuming, limiting pace of service facilitation agencies in taking new CCS clients. Assessment, Recovery Plan, learning new work flow all take time.
   b. Contracting Progress
      i. Service Facilitation Agencies
         1. Youth
            a. Current: 7 agencies
               • DCDHS, Community Counseling Center, Community Partnerships, HealthyMinds, Journey Mental Health Center, Madison Trauma Therapy, Sankofa
         2. Adults
            a. Current: 9 agencies
• Community Counseling Center, Community Partnerships, HealthyMinds, Journey Mental Health Center, Madison Trauma Therapy, Porchlight, Sankofa, SOAR, Tellurian

3. Providing monthly on-site Service Director TA to each service facilitation agency.

ii. Array Agencies
   1. 29 total fully contracted
   2. 4 agencies in process of contracting
   3. Interested in recruiting more service facilitation agencies and expanding AODA network.

   *Discussed recruitment of AODA providers and presence of Ch 75 certified programs.

   c. Training of CCS Staff
      i. Continuing to offer Overview & Recovery and Service Facilitator trainings monthly due to ongoing provider onboarding and interest
         1. November 3, trained 24 new providers in initial CCS Overview & Recovery training.
         2. 12/3 training also has 24 registrants currently.
      ii. CCS Module/IT trainings
         1. Continuing 1-2 sessions/month
         2. Providing regular on-site technical assistance providers as needed.
            a. Providers learning CCS workflow and IT system
            b. IT system showing significant improvement with enhancements, still much work to do.

6. CCS Coordination Committee schedule for 2016—all future meetings at Madison Public Library.
7. Work on Client Handbook edits as a group.
   a. Current reading level assessed at 11th grade, need to reduce to improve readability.
   *Discussed need to reduce jargon and improve readability. Possibly offer SAMHSA brochure to folks new to the program.
   *Continued work as a group to edit Participant Handbook. Completed through page 11.
   *Committee recommended moving “Your Life” section to page 6 and moving program eligibility to the beginning of the handbook.

8. Topics for next meeting

9. Other issues.
10. Completion of timesheets.
11. Next meeting:
    a. 12/16/15, 12:00-1:30pm at Madison Central Library, 1st Floor Conference Room